

Memo

To: Burlingame City Council
From: Kurt Hassler, City Administrator
Date: January 30, 2006
Re: 2006 Goal Updates

Proposed Motion

The following is a list of the goals set by the council for 2006 and the progress made to date.

1. Promote commercial growth.

Staff has met with three different business prospects. One of the prospects was to open a restaurant in town, but a suitable site could not be secured. The second was for a pottery store. This prospect is still a possibility, but will be difficult due to the lack of available space in the downtown area and concerns with the zoning code. The third regards a proposed grocery store. The individual interested in opening a grocery store is dealing with some issue before he can proceed. Staff will bring a recommendation on how to proceed with this issue at the February 21st meeting.

One of the major roadblocks with promoting commercial growth is the lack of space in the downtown area that is ready to accept a commercial business. While we have several empty buildings in the downtown area, very few are in a condition that would allow a business to open in a four to six week timeline.

I would like to explore the idea in the next couple of months of implementing a local sales tax that could be dedicated to economic development. This would give us some additional cash flow to help promote commercial growth in the community.

2. Promote residential growth.

The Economic Development Committee has a recommendation to proceed with a residential development on the southwest corner of 181st Street and US 56 Highway. Staff has developed some budgetary cost estimates for extending utilities and streets into this area.

This project is on hold due to other projects currently under way such as the Phase 1 Water Project, the utility audit, and the grocery store.

3. Reduce noise downtown at night (COMPLETED).

This item has been completed.

4. Development of railroad property (2006).

The City now has ownership of the old railroad property. Staff has had discussions with KDHE about contamination on the north portion of the property. KDHE has a program to clean up the contamination upon request by the City. Staff will have the paperwork ready for submittal to the state for the Council to approve on February 6th.

The south portion of the property can be evaluated by KDHE for no or minimal cost. This application should be ready for council approval on February 21st.

Staff will begin cleanup of the old buildings on the north portion of the property during the week of February 6th in anticipation of the KDHE cleanup.

5. Improve existing roads.

Staff is working on a 10 year CIP and a detailed list of proposed projects for 2006. The projects scheduled for 2005 are still under consideration, but were not all completed in 2005.

6. Master plan for pool.

A master plan for the new pool was completed, but due to a lack of funds it was placed on hold. A grant has been submitted to the Jones Foundation and will be under consideration by them in April, 2006.

Staff will be researching several options and will bring them to the council for consideration after the existing grant to the Jones Foundation has been considered.

7. Clean-up properties around town.

The Beautification Committee has been established and several items have been completed. The city has been divided into ten districts and the deadline for each has been set. The downtown area is the first on the list with a deadline of April 1, 2006 for cleanup to be complete.

Over the next couple of meetings they will be discussing possible incentive programs for consideration by the City Council in the near future.

8. Plan for sidewalk repairs and expansion (2005).

The council set the guidelines for a new sidewalk repair and expansion program at the May 2, 2005 council meeting. Staff is working on several plans and more detailed cost estimates. This information should be ready for presentation to the City Council by April for consideration.

9. Reduce front office staff (COMPLETED).

This item has been completed.

10. Rehabilitate or rebuild buildings in the downtown area.

The cleanup of buildings privately owned in the downtown area has now been included with item #7.

Other buildings in the downtown area may need additional assistance to be repaired or demolished. Staff is working identifying potential funding sources that can be used to accomplish this goal.

11. Create 5 year plans for each department (2005).

A draft 5 year plan for the public works department has been completed. It will be updated in the next month and other departments will begin drafting their 5 year plans.

Plans for each department should be completed for review by the City Council by June, 2006.

12. Develop better plan for investing idle funds (2005).

No additional work has been done on this item. Staff is working on developing a plan to stabilize all operating funds. Once this has been completed we will begin working

13. Upgrade existing sewer system.

Staff will begin working on setting up equipment to be used to seal several manholes with truck bed liner. We hope to have the equipment and process set up by the end of March. We will test the process on five to ten manholes and then inspect them in the fall to see how the process works. If it works as we expect we can perform more manhole rehabilitation projects in the Spring of 2007.

14. Acquire land for development.

Staff and the Economic Development Committee have determined locations for residential and commercial development.

Staff will be contacting an appraiser to determine the value of the two houses identified as the location of a future grocery store. Once the value has been set staff will negotiate a price with the land owners and submit it to the Council for consideration.

An area for residential development has been identified, but no further action has been taken to date due to a lack of financial resources.

15. Create vehicle replacement schedule (2005).

Staff is continuing to work on a vehicle replacement schedule. A database has been created of all existing vehicles and major equipment. The next step will be to determine the replacement date for each piece of equipment.

16. Develop better cooperation with school.

The City Administrator has continued to work with Don Blome on several issues involving both the school and the city.

17. Upgrade existing electrical system.

Staff is working on a CIP that will include repairs to the existing electrical distribution and production systems. A list of potential projects will be ready for presentation to the City Council on February 20th.

18. Upgrade existing gas system.

Staff is working on a CIP that will include repairs to the existing gas distribution system. A list of potential projects will be ready for presentation to the City Council on February 20th.

19. Create capital improvement program (2005).

No work has been done on this item since the last update. Staff is working on the CIP which will include all improvements including building, streets and all utilities for the next 20 years. The plan will be updated each year and adjustments made in accordance with community needs and council goals.

20. Update zoning code to include subdivision regulations.

No work has been done on this item since the last update. Staff has identified the following items to be addressed during the next year:

- Review and revise appeal process as necessary.
- Review and revise building permit process as necessary.
- Revise Section 3-1-e.
- Create section for new downtown commercial zone.
- Create new section regarding home based businesses.
- Revise section on site triangles.

21. Upgrade existing water system.

Staff is working on a CIP that will include repairs to the existing water distribution system. A list of potential projects will be ready for presentation to the City Council on February 20th.

The Phase 1 Water Project is under contract and construction should begin in the next couple of months. The water tower is currently under production and the piping and other supplies for Contract 2 will be ordered in the next week by the contractor.

22. Pave existing gravel roads.

This item will be included with item number 5 above.

23. Create a development policy (COMPLETED).

This item is complete.

24. Do a better job of marketing community college.

The City Administrator has been working with one of the sub-committees with the Economic Development Committee to develop more information on the City's web site regarding the community college. The City Administrator has also been working with school representatives regarding improvements to the school area.

The web site has been on hold due to a lack of staff knowledge. Staff has been working to update the web site in their spare time. We hope to have some new information available by mid-February.

25. Expand electrical system.

No work has been done on this item since the last update. We will expand the system as the need arises. We are currently making plans for extensions into Fast Subdivision Number 2 and the railroad property.

26. Expand gas system.

The gas system has been expanded into Fast Subdivision No. 2. All lots in the subdivision now have access to the gas system. No new areas have been identified for expansion. Available resources have been dedicated to updating the existing system.

27. Expand sewer system.

No work has been done on this item since the last update. Staff will begin surveying areas not currently serviced by sanitary sewer to determine the feasibility of extending services into those areas. We will then determine the cost effectiveness of expanding the system. Staff has been working on plans for an extension of the lines in Fast Subdivision Number 2.

28. Expand water system.

No work has been done on this item since the last update. Staff will begin identifying areas not currently serviced by City water and determine the feasibility and cost effectiveness of expanding the service in these areas.

29. Master plan for Jones Park (COMPLETED).

A master plan was completed for Jones Park but it may need to be reconsidered depending on what is decided on item #6.

30. Master plan for Sumner Park (COMPLETED).

This item is complete.

31. Pursue KDOT grant for highway project.

Representatives from PEC were scheduled to meet with staff to discuss a grant proposal to KDOT for K-31 upgrades. No one from PEC attended the meeting and this item was not pursued due to a lack of time.

Staff would like to pursue this again this year with another engineering firm.

32. Review and codify city code (2006).

This item has been placed on hold due to other items taking priority. A table of contents is under construction and we hope to have this completed by June, 2006.

33. Update comprehensive plan (2006).

No work has been done on this item since the last update. Staff will soon begin working with the Planning and Zoning Commission to update the comprehensive plan once the subdivision regulations have been completed and a couple of proposed revisions to the zoning code have been addressed.

34. Recycling program (2006).

No work has been done on this item since the last update. Staff will begin researching the equipment, manpower, space, and/or contract requirements for starting a recycling program in the City.

35. Composting program (2006).

No work has been done on this item since the last update. Staff will begin researching the equipment, manpower, and space requirements for starting a composting program in the City.

36. Paint front of downtown buildings.

The Beautification has been meeting and the deadline for bringing buildings in the downtown area up to code has been set for April 1, 2006. A letter has been sent to all property owners in the downtown area and other ways of publicizing the issues are under consideration.